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TO : Chief, Advisory Council
Attention:

FROM : Chief, Fiscal Division

SUBJECT: Time and Attendance Reports

DATE: 10 February 1948

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No Change in Class. <input checked="" type="checkbox"/>
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My attention has been invited to the delay in receipt of one Time and Attendance Report from your office. The date the report was due in the Fiscal Division was 26 January but it did not arrive until 30 January 1948.

As you are aware, the Pay Roll system in this organization revolves around the Time and Attendance Reports (Standard Form No. 1130), and unless such documents are received by 4 P.M. of the Monday following the close of each bi-weekly pay period it handicaps the Pay Roll operation of the Agency and it is possible that such delay would preclude the delivery of salary checks for the following bi-weekly period.

Your undivided attention in relation to the submission of Time and Attendance Reports by the time specified in existing instructions is necessary in order to permit salary payments to be delivered by the required date.



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Chief, Fiscal Division

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notified by phone that this slipup occurred during my absence, and Payroll was so notified.

mc.